



**DEPARTMENT OF REAL ESTATE  
DEPARTMENTAL PROMOTIONAL EXAMINATION**

**ACCOUNTANT TRAINEE  
Final Filing Date: October 23, 2008  
Salary: \$3240 - \$3751**

California State Government – Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, domestic partnership, medical condition, physical disability, mental disability, religious or political affiliation, age or sexual orientation.

It is an objective of the state of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service and the special trust placed in public servants.

**WHO SHOULD APPLY**

**COMPETITION LIMITED TO STATE EMPLOYEES**

Applicants must have a permanent civil service appointment with the Department of Real Estate OR must be: 1) a current or former legislative employee meeting the criteria defined in Government Code (GC), Section 18990; OR 2) an exempt employee meeting the criteria defined in GC, Section 18992, as of the final filing date, in order to take this examination. Under certain circumstances, other employees may be allowed to compete under provisions of Rules 234, 235 and 235.2.

**HOW TO APPLY**

Submit Examination Application (Std. Form 678) to:

Department of Real Estate  
Attn: Casey Gates  
PO BOX 187000  
Sacramento, CA. 95818-7000  
Testing Information: (916) 227-0802

**NOTE:** If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination and/or Employment Application." You will be contacted to make specific arrangements.

**NOTE:** Only applications with an original signature will be accepted.

**ELIGIBILITY  
REQUIREMENTS**

Applications postmarked, personally delivered or received via interoffice mail after this date will not be accepted for any reason.

All applicants must meet the education and/or experience requirements for this examination by the final filing date.

**POSITION  
DESCRIPTION AND  
LOCATION(S)**

The Accountant Trainee, under close supervision from a higher level professional accountant performs professional accounting work in the establishment and maintenance of accounts and records while receiving training; learn agency activities, departmental systems, and central fiscal control activities; and develop interpersonal skills by contact with program personnel and control agencies in fiscal control activities.

Positions are located in Sacramento only.

**MINIMUM  
QUALIFICATIONS**

**Education:**

**Either I**

Equivalent to graduation from college, with specialization in accounting. (Registration as a Senior Student in a recognized institution will admit applicants to the examination, but they must produce evidence of successful completion of the curriculum and the prescribed courses before they may be considered eligible for appointment.)

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**MINIMUM  
QUALIFICATIONS  
CONTINUED**

**Or II**

Completion of a prescribed professional accounting curriculum given by a residence or correspondence school of accountancy, including courses in elementary and advanced accounting, auditing, cost accounting and business law.

**Or III**

Completion of the equivalent of 19 semester hours of course work; 16 hours of which shall be professional accounting courses given by a collegiate-grade residence institution, including courses in elementary and advanced accounting, auditing, and cost accounting; and three semester hours of business law. (Persons who will complete work requirements outlined under II and III above during the current quarter or semester will be admitted to the examination, but they must produce evidence of successful completion of the curriculum and the prescribed courses before they may be considered eligible for appointment.)

**NOTE:** Equivalent to graduation from college refers to a Bachelor's degree. Applicants must have the number of semester or quarter credits, as well as the required coursework necessary to be awarded a four year Bachelor's degree.

Qualifying experience may be combined on a proportionate basis if the requirements stated above include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates who possess qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

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**EXAMINATION  
INFORMATION**

This examination will consist of a Qualifications Appraisal Interview only – Weighted 100%. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview. **CANDIDATES WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

**Qualifications Appraisal -- Weighted 100.00%**

If conditions warrant, this examination may consist solely of an evaluation of each candidate's experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care to accurately complete their application. List all experience relevant to the "Minimum Qualifications" shown on this announcement. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained.

**Scope:** Emphasis in the examination will be on measuring competitively, relative to job demands, each candidate's:

**Knowledge of:**

1. Accounting principles and procedures
2. Governmental accounting and budgeting
3. The uniform accounting system and financial organization and procedures of the State of California and related laws, rules, and regulations
4. Principles of business management, including office methods and procedures
5. Business law

**Ability to:**

1. Apply accounting principles and procedures
2. Analyze data and draw sound conclusions
3. Analyze situations accurately and adopt an effective course of action
4. Prepare clear, complete, and concise reports
5. Make sound decisions and recommendations in regard to the professional accounting problems in maintaining control of a departmental budget
6. Establish and maintain cooperative relations with those contacted in the work place
7. Speak and write effectively

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**ELIGIBLE LIST  
INFORMATION**

A departmental promotional eligible list will be established to fill vacancies for the Department of Real Estate. The list will be abolished **12** months after establishment unless the needs of the service and conditions of the list(s) warrant a change in this period.

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**VETERANS POINTS/  
CAREER CREDITS**

Veterans preference points and career credits are not granted in promotional examinations.

## GENERAL INFORMATION

**It is the candidate's responsibility** to contact the Department of Real Estates' Personnel at (916) 227-0795 three weeks after the final filing date if he/she has not received a progress notice.

**The Department of Real Estate** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

**Applications are available at the State Personnel Board**, local offices of the Employment Development Department and the Department of Real Estate. The Examination and/or Employment Application form (Std 678) is accessible via the Internet at <http://www.spb.ca.gov>.

**Examination Locations:** When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento, Oakland, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

**Eligible Lists:** Eligible lists established by a competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multidepartmental promotional; 4) servicewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

**If you meet the requirements** stated in this bulletin, you may take this examination. Possession of the entrance requirement(s) does not assure success in the examination or placement on the employment list. All candidates who pass the examination described in this bulletin will be ranked according to their scores.

**General Qualifications:** Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination and fingerprinting may be required. In open examinations, an investigation may be made of employment records and personal history.

**FOR CURRENT DRE TESTING INFORMATION CALL (916) 227-0802**

California Relay Service for the Deaf or Hearing Impaired: 1-800-735-2929

**ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED  
THIS CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED BULLETINS**

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